



Records Commission Minutes
Monday, June 3, 2019 – 5 PM • Council Chambers

Item	Presented By:	Action	Topic	Report
Call to Order & Roll Call	Mr. Donnellon		Greg Schwartzberg, Mayor Ron Hirth, Administrator & Resident Andy Lanser, Fiscal Officer Denise Van Pelt, Police Clerk Terry Donnellon, Solicitor	Mr. Hirth called the meeting to order at 5:20PM DST. All members were present except Mayor Schwartzberg and Mr. Lanser. Motion to excuse Mayor Schwartzberg and Mr. Lanser by Mr. Donnellon. Second by Ms. Van Pelt All voted in favor.
Set the Agenda & Adopt		Review & Motion		Motion to adopt the agenda by: Mr. Donnellon. Second by: Ms. Van Pelt. All voted in favor.
Persons Registered to Address the Commission	None		None	None
Minutes to be Approved			None	None
Discussion				
New Business				Mr. Donnellon explained the purpose and function of the Records Commission in service to the Village citing State statute for member composition and required documentation needed. He provided copies of the following: <ul style="list-style-type: none"> • Public Records Policy of the Village of Golf Manor • Ohio Municipal Records Manual • Records Retention Schedule (RC-2) example from the City of Montgomery.

				<p>The first task is to update the RC-2 schedule for the Village that will be conducted by Mr. Hirth and Mr. Lanser. After this is complete, the RC-2 will be submitted to the Records Commission for approved and submission to the proper authority.</p> <p>Motion to proceed as described by Mr. Donnellon. Second by Ms. Van Pelt. All voted in favor.</p> <p>In discussion of the membership of the Records Commission, Mr. Donnellon stated this is stated in ORC 149.39:</p> <ul style="list-style-type: none"> • The chief executive or the chief executive's appointed representative, as chairperson (Mr. Hirth) • The chief fiscal officer (Mr. Lanser) • The chief legal officer (Mr. Donnellon) • A resident appointed by the chief executive (Mayor Schwartzberg) • A second resident appointed by the chief executive. • The commission shall appoint a secretary (Mr. Hirth) • The commission shall meet at least once every six months and upon the call of the chairperson.
Adjourn				<p>Motion to adjourn at 5:35 PM DST by: Mr. Hirth Second by: Ms. Van Pelt All voted in favor.</p>

Submitted by Ron Hirth, Administrator

Date: _____

Andy Lanser, Fiscal Officer

Date: _____

Anna Gedeon, Asst. Clerk

Date: _____